

Safety Committee Meeting Minutes - DRAFT
Executive Conference Room #212
November 21, 2017
9 AM - 10 AM

Participants: Robert Andrews, Todd Baker, Theresa A. Gallagher, Ed Heithmar, Ann Pitchford, and Brian Schumacher

Absent: Maria Gregorio

Minutes of the Last Meeting: The minutes of the last meeting which was held on August 9, 2017, were reviewed and approved with one change. The change was that the next recycle day will be in January. A motion to accept the minutes was made by Ann Pitchford and seconded by Robert Andrews.

Status Updates: Action items from the last meeting were discussed.

Action Item: Review open findings from the last Headquarters audit.

Outcome: From the four open findings, two were found to be not applicable; waivers will be requested for the other two.

Latest: According to Todd Baker, SSD's paperwork will need to be completed for the waivers.

Action Item: Disseminate Safety and Health topics.

Outcome: The current Employee Access Program (EAP) will be available for one more year under the existing PR. Todd Baker said that there was a web site for Safety and Health. It is <https://intranet.ord.epa.gov/shem-lasvegas/home>. An email was sent to current employees to give them this information. On September 20, 2017, there will be a briefing for all employees about the health and safety issues. There will also be an additional training for the lab employees following the general information training.

Latest: The training went well. There will have to be another date set up for the missing personnel. This date should be on a Tuesday or Wednesday.

Action Item: Discuss injuries, illnesses, accidents, etc., or near misses.

Outcome: This information will be provided on the Safety and Health Website.

Latest: No items to be reported on the website. A question was asked about the Wellness Exams which were held every other year. Theresa Gallagher said she would check on the current status of these.

Consolidation Efforts: The Union has reviewed the letters to be sent to employees about their decision on the move. They have added comments and returned these letters to Headquarters. The employees will then have to make a decision by January 31, 2018. The people moving should be out by the end of August 2018. There are cardboard boxes available for personal effects that need to be boxed up. There will be training conducted on December 4 on the proper way of lifting to prevent injuries. By the end of September, all offices should be cleaned out.

Some lab chemicals were already removed by _____. A manifest should be sent by the first week of December. A new inventory list will be created by the end of January 2018. Another shipment of chemicals will take place in March 2018.

The EPIC in LaPlaza is in the process of being cleaned out. Ed Struble and Brian Devir will be here to oversee this process from December 4 through December 15.

Updates: Tammy Jones-Lepp retired. Brian Schumacher is now the ECB Acting Branch Chief.

Medical clearances for exit exams will need to be scheduled.

The State Fire Marshall Permit is due in March. Todd Baker said he would assist with this.

There were 24 feds that obtained flu shots at the clinic held on November 8.

Next Safety Committee Meeting: Should be held in February 2018 unless sooner due to an emergency or time critical matters, etc.

EPA ORD-NERL-LV
Safety Committee Meeting Agenda
August 9, 2017
10 am – 11 am

1. Review of last meeting. The Safety Committee Meeting Minutes_FINAL is attached. You can delete the previous draft copy that was emailed on 5/24/2017.
2. Status updates from last meeting
3. Consolidation efforts
4. Active Shooter Training – How did it go? Lessons Learned?
5. Discuss any injuries, illnesses, motor vehicle accidents, or near misses
6. Health and Safety Intranet > Employee Assistance Program > ESPYR
7. Lab Training > August or September ?
8. Next Safety Committee Meeting will be November 2017 unless sooner due to an emergency or time critical matters, etc.
9. Open discussion/Round table